

Ordinance 87-A05

Article 3-2 TOWN CLERK

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Section 3-2-1 Definitions

- A. Clerk. Whenever the word "clerk" is used, it shall be construed to mean the town clerk of the town of Camp Verde, Arizona.
- B. Ratification. Whenever "ratification" by the council is required under this chapter, it shall be effected only by a majority vote of the seven (7) member town council, as the constituted, convened in a regular or special council meeting.

Section 3-3-2 Office of Town Clerk Established

The office of town clerk is hereby established. The town clerk shall be appointed by a majority vote of the council on the basis of his ability and shall hold office at the pleasure of the council.

Section 3-2-3 Residence

Residence in the town at the time of appointment of a town clerk shall not be required as a condition of the appointment, but within ninety (90) days after reporting for work the clerk must become a resident of the town unless the council approves his residence outside the town.

Section 3-2-4 Bond

The town clerk shall furnish a corporate surety bond to be approved by the council in such sum as may be determined by the council, and shall be conditioned upon the faithful performance of the duties imposed upon the town clerk as herein described. Any premium for such bond shall be a proper charge against the town.

Section 3-2-5 Vacancy of Office

In the event of a vacancy in the office of town clerk, such as that created by termination, resignation or death, the council may assign the powers and duties of the office of town clerk to another person until such time that the town clerk shall be replaced.

Section 3-2-6 Compensation

- A. The town clerk shall receive such compensation as the council shall fix from time to time.
- B. The town clerk shall be reimbursed for all actual expenses incurred by him in the performance of his official duties and endorsed by the council.

- A. Records. The clerk shall keep a true and correct record of all business transacted by the council and any other records that either pertain to the business of the town or that the council directs. The clerk shall number, plainly label and file separately in a suitable cabinet all resolutions, notices, ordinances, deeds surveys, leases, paid and unpaid vouchers, inventories, letters, orders and other documents of whatever nature.
- B. Public Inspection of Records. The clerk shall keep convenient for public inspection all public reports and public documents under his control, as provided by state statute.
- C. Monthly Reports. The clerk shall prepare and collect from town officers and employees such monthly reports prepared in such manner and to include such information as may be directed by the council.
- D. Minutes. The clerk shall prepare or cause to be prepared all minutes of council proceedings and ensure their correctness and accuracy.
- E. Ordinances, Resolutions, Budgets and Notices. The clerk shall process, record, file, publish and, if required by state statute, post all ordinances, resolutions, budgets and notices that may be passed by the council.
- F. Duties as Treasurer. The clerk shall hold the office of town treasurer and receive and safely keep all monies that shall come to the town and pay out the same when authorized by the council, or manager as authorized by the council. He shall keep a separate record and account of each different fund provided by the council, apportion the monies received among the different funds as prescribed by the council, and keep a complete set of books showing every money transaction of the town, the state of each fund, from what source the money in each fund is derived and for what purpose expended. He shall make monthly reports to the council of all receipts and disbursements and the balance in each fund.
- G. Election Official. The clerk shall be the town election official and perform those duties required by state statutes and as directed by the council.
- H. Licenses. The clerk shall issue or cause to be issued all licenses that may be prescribed by state statutes or town ordinance.
- I. Administrative Duties. The clerk shall perform those administrative responsibilities and duties that are conferred upon him by the council in addition to those specified in town ordinances.

Section 3-2-8 Removal Procedure

- A. The town clerk may be removed from office by a majority vote of the town council. In case of his intended removal by the council, the clerk shall be furnished with a written notice stating the council's intention to remove him at least thirty (30) days before the effective date of his removal. If requested, the council shall grant him a public hearing within thirty (30) days following notice of removal. During the interim, the council may suspend the clerk from duty with or without pay.

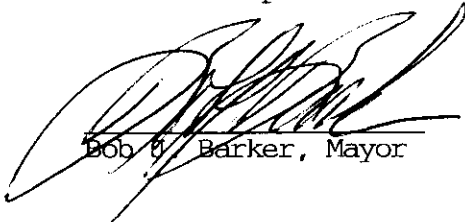
B. Limitation on Removal. Notwithstanding the provisions of this section, the town clerk shall not be removed from office, other than for misconduct in office, during or within a period of ninety (90) days next succeeding any general municipal election held in the town at which election a member of the council is elected or when a new councilman is appointed. After the expiration of the ninety (90) day period, the provisions of this section as to the removal of said town clerk shall apply and be effective. The purpose of this provision is to require any newly elected or appointed member of the council or a reorganized council to observe the actions and ability of the clerk in the actual performance of the powers and duties of his office.

Section 3-2-9 Employment Agreement

Nothing in this article shall be construed as a limitation on the power or authority of the council to enter into any supplemental agreement with the town clerk delineating additional terms and conditions of employment and not inconsistent with any provisions of this article. All items of this ordinance will be in accordance with federal, state, county and local laws.

PASSED AND ADOPTED by the Mayor and the Common Council of the Town of Camp Verde this 23rd day of February, 1987.

APPROVED by an affirmative vote of all members of the Common Council of the Town of Camp Verde on this 23rd day of February, 1987.



Bob G. Barker, Mayor

ATTEST:


Susan Marshall
Acting Town Clerk